

Boone County Government

Position Title: Summer Intern

Reports To: Team Leader

Status: Non-Exempt

Effective Date: January 1, 2022

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Summary:

Serves as a summer intern for the Highway Department, responsible for driving pick-up trucks, using equipment in clearing, maintaining county roads and rights of way and performing misc. office duties.

Essential Duties and Responsibilities:

Operates pick-up trucks and small equipment in clearing and maintaining county roads and rights of way.

Occasionally shovels as assigned, such as gravel, sand, top dirt, asphalt, and hot patch.

Removes trash and dead animals from the roads and rights of way, operates various small equipment in removing weeds, brush and storm-damaged trees from rights-of-way as assigned, such as chain saws, mowers, bush hog, weed trimmer, pruner rake, and chipper.

Assists in collecting, loading necessary tools and equipment for daily work projects as assigned.

Installs temporary signs as needed, such as warnings for work in progress and high water.

Periodically assists in cleaning ditch, drainage sites and installing and repairing guardrails, bridges, and pipes as assigned, including lifting, carrying pipes, and excavating and grading project sites.

Periodically assists with flagging and traffic control at work sites as assigned.

Periodically assists in cleaning and maintaining vehicles and equipment as assigned, such as washing.

Operates pick-up truck to deliver supplies and small equipment to staff on work sites and maintaining county roads and rights-of-way on an as needed basis.

May perform various manual work functions associated with mechanical projects or road construction projects, which may include cutting steel, mowing grass, replacing road signs, lifting/moving heavy materials, etc.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, spreadsheets, or other documents manually or via computer.

Operates a computer to enter, retrieve, review or modify data in computer databases; verifies accuracy of entered data; makes corrections as appropriate; uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel.

Communicates with supervisor, employees, co-workers, other departments, officials, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Duties and Responsibilities:

Provides assistance to other employees or departments as needed.

Performs other related duties as assigned.

Key Performance Standards:

Performs all duties and responsibilities in compliance with OSHA and IOSHA standards.

Ensures all equipment is safe to use prior to operating.

Operates all equipment in a safe manner.

Operates vehicles in compliance with posted speed limits

Meets all deadlines established by state statute, local ordinances and Elected Official or Department Head.

Meets customer service standards established by Elected Official or Department Head.

Ensures all correspondence and forms follow County guidelines, are accurate, and free from errors.

Position Qualifications:

High school diploma or GED. Must be at least 18 years of age. Must hold a valid Indiana Operators License. Computer skills, including Microsoft Word and Excel.

Working knowledge of and ability to make practical application of department safety policies and procedures, and ability to properly operate a variety of tools as assigned, including riding and push mowers, chain saw and other power saws, post hole diggers, post driver, shovel, hedge trimmer, and pruner.

Ability to physically perform assigned duties, including hearing, communicating, handling, grasping objects, standing, walking for long periods, walking on uneven terrain, pushing, pulling, lifting, carrying objects weighing more than 50 pounds, reaching, bending, and crouching, kneeling.

Working knowledge of local geography and ability to read and interpret local maps.

Ability to work alone and with others in a team environment and maintain appropriate, respectful interrelationships with co-workers.

Ability to understand and follow written and oral instructions/directions and appropriately respond to constructive criticism.

Ability to comply with all employer/department personnel policies and work rules, including attendance, safety, drug-free workplace and personal conduct.

Ability to effectively communicate with co-workers and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate and hostile persons.

Ability to occasionally work extended, weekend and/or evening hours.

ADA Compliance:**Physical Factors**

Duties may involve continuous physical exertion, such as driving for long periods, far vision, depth perception, hearing, handling/grasping objects, standing, walking for long periods, walking on uneven terrain, pushing, pulling, lifting, carrying objects weighing more than 50 pounds, reaching, bending, and crouching/kneeling.

Environmental Factors:

Performs a majority of duties in a vehicle and outdoors, and is frequently exposed to normal hazards associated with maintaining roads and rights-of-way, such as power tools, machinery, traffic, noise, grease, dirt, dust, vehicle fumes, extreme temperatures, and inclement weather. In responding to emergency situations, incumbent may be exposed to such hazards as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Applicant/Employee Acknowledgement:

The job description for the position of Summer Intern for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature:

Boone County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.